

CITY OF SOLANA BEACH

ASSOCIATE PLANNER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, performs the more difficult professional current or advanced land use/urban planning work and special projects; provides information and assistance on planning-related matters to the public and other City staff; performs related duties as required.

CLASS CHARACTERISTICS

This is the journey level class in the professional planning class series. Incumbents at this level conduct planning research and analysis on moderate to difficult and complex projects. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operations, procedures and policies of the work unit. This class is distinguished from the Assistant Planner classification by its increased responsibility for project management, and the more difficult planning assignments.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Performs moderate to difficult assignments involving current or advanced land use/urban planning projects; confers with applicants and agency representatives to identify problems; evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental impacts.
2. Evaluates current development projects by conducting detailed review of plans for environmental, architectural, zoning and general plan requirements; performs field surveys to identify problems and upon completions of projects to ensure conformance with applicable requirements; discusses recommendations with builders, developers, architects, and real estate professionals.
3. Provides information and assistance to City staff, developers, planners, engineers, architects, consultants, property owners, the general public, and external agencies on proposed development projects; conducts meetings to interpret, explain and communicate the City's planning, land use, environmental, historic, design, General Plan, Master Plan, Specific Plan, and zoning requirements, guidelines, standards, and regulations; provides recommendations on development proposals; negotiate changes; serves as liaison to facilitate and ensure planning projects and issues are completed or resolved in a timely manner.
4. Provides information and assistance to the public at the counter and by phone regarding routine to difficult and complex planning-related matters regarding zoning, land use, municipals codes, subdivision regulations, the General Plan, demographic information, and

current private and public projects; researches and reviews building and development projects for plan completeness and ordinance compliance; coordinates project review with other City departments or outside entities; coordinates activities with community groups and communicates City goals and objectives for proposed projects.

5. Receives and reviews permit applications; assesses fees; establishes conditions for project approval by analyzing projects with respect to relevant laws, ordinances, regulations, and City policy; determines methods to reconcile project conflicts with zoning requirements and State environmental laws; performs final inspection for tenant improvements, landscape, new buildings and signs; maintains and updates land use information on maps and in files.
6. Contributes to the review and revision of local ordinances; conducts research; prepares a variety of business, technical and statistical correspondence; prepares moderate to difficult planning reports including staff reports, negative declarations and special studies.
7. Responds to inquiries, both orally and in writing; applies planning policies, state laws and local ordinances, or explains procedures.
8. Prepares and presents professional staff reports of summarized data, conclusions, and recommendations to the City Council and other official groups as needed; serves as staff liaison to the View Assessment Committee; provides assistance to the City Council and other commissions and committees; conducts oral and visual presentations.
9. Performs field investigations to ensure projects conform to zoning codes, design regulations and/or approved plans; performs design conformance plan checks; assists permit applicants to satisfy conditions of approval.
10. Performs and/or coordinates the preparation of environmental impact analyses, including the preparation of requests for proposals; coordinates project review with other agencies; evaluates environmental impact reports and prepares recommendations.
11. Instructs, assists and checks the work of less experienced planning staff; may provide work direction to others on a project basis.
12. Assists in the coordination of Community Development projects with other departments and outside agencies.
13. Provides vacation and temporary relief as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- ◆ Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, geography, environmental design, or a related field.

Experience:

- ◆ Three years of progressively responsible professional planning experience, preferably within a local government environment.

Knowledge and Abilities

Knowledge of:

- ◆ Urban planning principles and practices, laws, ordinances, rules, and regulations.
- ◆ The California Environmental Quality Act, Subdivision Map Act, site planning and architectural design principles.
- ◆ Recent development, current literature, information sources related to municipal urban planning and zoning.
- ◆ Community trends and market analysis techniques.
- ◆ Research techniques in field of urban planning.
- ◆ Pertinent federal, state and local laws, codes and regulations.
- ◆ Application of land use, physical design, environmental, and/or social concepts to the planning process.
- ◆ Terminology, symbols, methods and techniques used in planning and map drafting, math concepts.
- ◆ Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for word processing, graphic presentation, mapping, and database management.
- ◆ Methods and techniques of effective technical report preparation and presentation.
- ◆ Safe driving principles and practices.

Ability to:

Perform responsible and complex current and long-term planning assignments.

Interpret and apply federal, state, and local laws, codes, regulations, policies, procedures, and standards pertaining to the planning process.

Plan, organize and coordinate planning activities.

Interpret maps, site and building plans and specifications; research, analyze and summarize planning data.

Make presentations of ideas and recommendations to staff, the City Council and other official groups; prepare clear and visual displays; present ideas persuasively.

Prepare clear and concise reports, correspondence and other written materials; plan and organize work.

Exercise sound judgment within established guidelines and supervisory direction.

Plan, organize and execute assignments with minimal supervision and direction and within established deadlines.

Work effectively and tactfully with dissatisfied citizens; deal constructively with conflict and develop effective resolutions.

Understand and carry out verbal and written instructions; express ideas clearly and concisely verbally and in writing; read, understand, and apply complex materials.

Instruct others in work procedures and provide specific project direction.

Establish and maintain professional and cooperative working relationships with those contacted in the course of work.

Use a computer and utilize software applications such as, word processing, spreadsheets, database management, and graphics presentations as required by the duties of the assignment.

Special Requirements

Possession of a valid Class "C" California driver's license with a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments with minimal supervision/direction and within established deadlines.

Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.

Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, and sit, stand, walk for prolonged periods of time.

Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.

Hearing: Incumbents are required to hear in the normal audio range with or without correction.

Environment: Normal office setting with some travel to attend meetings or conduct site investigations. Incumbents may be required to work at both indoor and outdoor environments; individuals may be exposed to noise, dust and inclement weather conditions.

Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: 6/18/90

Date Revised: 10/01/02, Reso. 2002-92

[City of Solana Beach](#)

[Associated Benefits](#)

[General \(MISC\) Unit MOU](#)